

RESUME SUMMARY

Latest Position	Executive Secretary
Years(s) of Work Experience	> 20
Latest Job Function	Secretary / Personal Assistant
Latest Industry Sector	Others
Latest Career Level	Senior
Highest Education Attained	Degree
Authorized to work in Thailand	Yes
Latest Salary	THB45,000
Expected salary	THB50,000, Negotiable
Availability	Immediately Available

PERSONAL PARTICULARS

Gender	Female
Age	44
Date of Birth	05-Jan-71
Nationality	Thailand
Marital Status	Single
Living Location	Bangkok
Postal Code	10700

EXECUTIVE SUMMARY

I am a self confident, independent and self motivation. I have good interpersonal skill, strong business sense and quick problem solver. Strong sense of responsibility, hands on management and communication skills.

EDUCATION

1995 - 2001

Suan Sunandha Rajabhat University, Bachelor of Arts (major: Business Management (Marketing))
Grade / GPA: 3.07

1991 - 1992

Tairawhiti Polytechnic, NZ, New Zealand Certificate in Office Systems (major: Officer Systems)

1990 - 1991

Tairawhiti Polytechnic, NZ, Business Management

1990 - 1990

International Language School, NZ, Certificate in Advance English Communication

1976 - 1989

Rajinee Bon School, Certificate

WORK EXPERIENCE

Shuang Hor Enterprise (Thailand) Co., Ltd.**Assistant Manager**

Supporting the Deputy General Manager.

Nov / 2013 - Present
THB 48,000

- Handling all correspondence to customer in both English and Thai.
- Performing administrative tasks for customer service team.
- Booking meeting flight and hotel for CEO and General Manager.
- Coordinating with other departments and major suppliers.
- Project a professional and positive attitude at all times.
- Handling any other secretarial tasks upon the request of General Manager.
- Setup the travel arrangements for all staff.
- Setup accommodation and entertainment arrangements for company events.
- Setup and coordinate meetings and conferences.
- Participate in the common development work at counter service and administrative department, towards specified goals.
- Be responsible for practical arrangements regarding meetings, conferences and, if needed, take the meeting minutes.

IJM Public Co., Ltd.**Customer Service**

- Support salesperson with sales support administrative tasks, general information, and basic troubleshooting in order to ensure customer satisfaction
- Performs executive support tasks that are confidential and sensitive.
- Coordinates and facilitates the executive's calendar to arrange appointments, meetings, and conferences.
- Makes travel arrangements, prepares itineraries for sales and executive team
- Acts as liaison between the administrator or executive, subordinates or others, by transmitting directives, instructions and assignments and following up on the status of assignments.
- Responsible for taking and following up on orders plus handling shipping, billing, and payment issues.
- Maintain closer relationship with customers by ensuring customers purchase orders are fulfilled as per delivery schedule on the PO, handles customers PO from order, invoice to deliver upon shipment with correct items, quantity, amount and destination point.
- Active communication with sales & customers to update and follow up on their POs and delivery schedule, orders information and handle all inquiries from customers.
- Keeping close contacts with all customers via emails & phones
- Manage customers' accounts, keep records and follow up on customer interactions and transactions, record details of inquiries, comments and complaints
- Communicate and coordinate with internal departments to prepare quotation, order confirmation, new design with new product development together with production timeline
- Prepare weekly shipping schedule to Finance Director for forecasting T/T payment and banking statement
- Collect monthly order and prepare monthly report to manager

Oct / 2012 - Apr / 2013
THB 48,000

Alliance Impex Marketing Co., Ltd.**Logistics and Regulatory Affair Officer**

- Renewal all products license for company
- preparing monthly and quarterly reports to FDA according to their requirement
- main coordinate/ dealing direct to overseas suppliers
- follow up and monitor import shipment from suppliers
- logistics process and implement changes to improve receiving products and transporting products to customers
- Handle on correspondence for all inquiries and other business
- Support information for further decision making

May / 2011 - Jul / 2012
THB 35000

Slumberland (Thailand) Ltd.**Executive Secretary**

- Follow up on the submission of routine reports to MD, in particular the action plans of his/her direct subordinates.
- Follow up HR task of behalf of MD
- Sorts daily incoming mails, e-mails and correspondence for MD's attention and assist in follow-up work.
- Schedules MD's appointment, remind the dates and time, and helps to organize time and priorities.
- Arranges for meetings, conferences and other business functions.
- Prepare and organize travel arrangements, including booking of air tickets and hotel accommodation.
- Types/ fax correspondences, action plans and reports, including business documents.
- Takes down minutes of meetings which mainly involved by MD
- Ensures confidentiality in oral as well as written communication.
- To coordinate with other departments and contacts with other business concerned.
- Screens all telephone calls to avoid time-wasters, attends to his/her visitors.
- Take care of office stationery and maintain filing system.
- To perform work that is instructed or ordered by the immediate superior.

Mar / 2006 - Apr / 2011
THB 44000

Helm Mahaboon Ltd.**Assistant Indent Manager**

- Provide full support to director of indent department
- Worked closely with M.D and Executive Committee
- Coordinate dealing direct with foreigner suppliers, specialist consultants
- support information for further decision making
- prepare the progress monthly report
- Main coordinate & support to customers and suppliers

Sep / 2003 - Aug / 2005
THB 33000

ITO Joint Venture**Project Secretary**

- Take care of the marketing side, support information for further decision making
- Provide full secretarial duties
- Worked closely with Managing Director and Executive Committee.
- Main coordinate, support to foreign engineers.
- Cooperate with customers, entertaining customers, preparing meeting reports and carrying out reception duties.

Jun / 2001 - Aug / 2003
THB 25000

Stamford Tyre Co., Ltd.**Assistant Marketing Manager**

- prepare, implement and monitor the market budget
- support information for further decision making
- take care of the marketing side
- main coordinate dealing with customer
- set up and administer officer, procedure and system

Oct / 1998 - Nov / 2000
THB 25000

SKILLS (OPTIONAL)

All MS office

LANGUAGES (OPTIONAL)

Spoken: English

Written: English